QUICK REFERENCE GUIDE

Overview

These instructions will take you through the basic bidding steps on an event in the City of Greensboro's e-Procurement system (GePS).

Prerequisites

You must be an active supplier to bid.
The event must be in an open state.
You must use either Microsoft Edge or Google Chrome web browser when using GePS.

Menu Path:

www.greensboro-nc.gov

Tips to Remember:

File attachment names must be kept short to avoid error messages.

Change Log:

| Date	{Change Description}
9/6/2022	Creation
11/10/2022	Document updated
10/31/2024	Document updated

PROCEDURE

1. Sign on to the City of Greensboro (City) e-Procurement (GePS) website at www.greensboro-nc.gov. On the City's home page, select Bid Opportunities (at the top and center of the page), then select Procurement Services Contracts. You will be redirected to the City's supplier portal.

2. Select Sign In from the Quick Links box. (Note: you must be a registered supplier to sign into the portal. If you are not a registered supplier, click Register as a Supplier. The instructions for this process can be found in the How to Register as a Supplier – Quick Reference Guide in the Links and Attachments box.
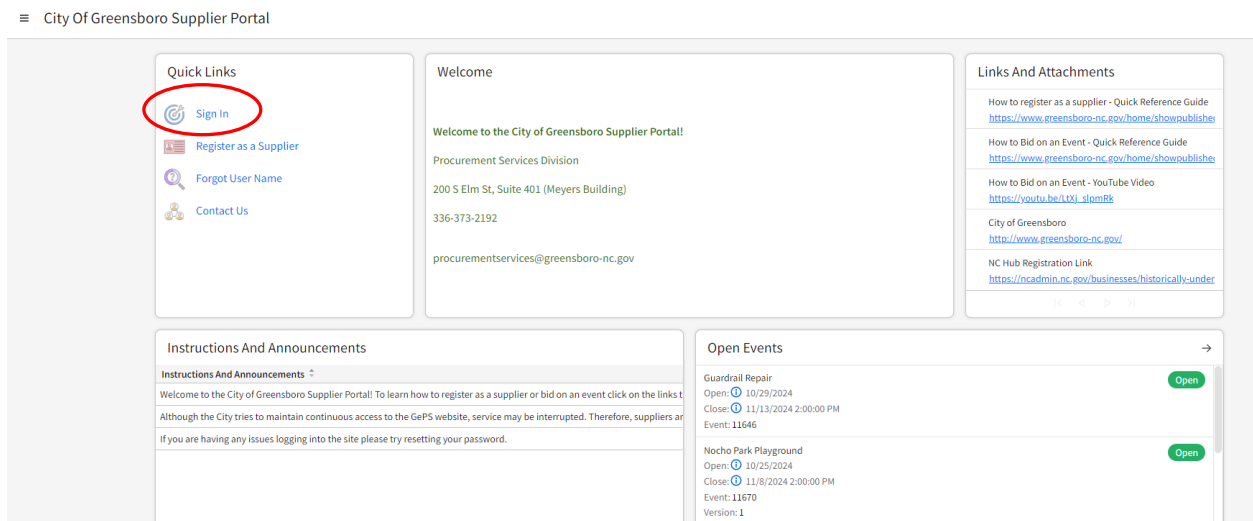
3. Enter your User Name and Password and click Sign In.
    Note: User Name and Password are case sensitive.
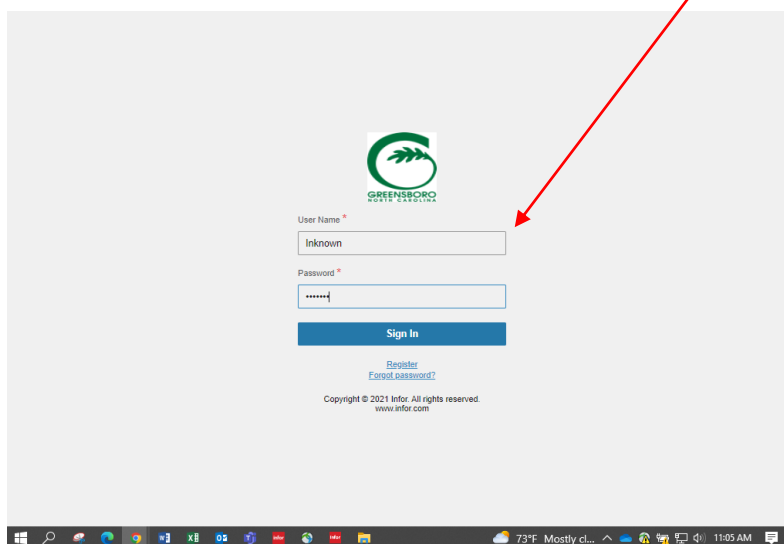
3. The City of Greensboro Supplier Portal will open.
Click Events and Responses on the sidebar or click the arrow in the top right corner of the Open Events box.
Note: Clicking on the three lines next to the City of Greensboro Supplier Portal will open and close the sidebar.

4. Select the Browse Open Events tab.

5. Click the Respond Now button on the event you wish to respond to.

6.   Click the Terms and Conditions, Event Details, and View Attachments hyperlinks to open and view these items. Before moving on, you must check the box to accept the terms and conditions. Then click the save icon.
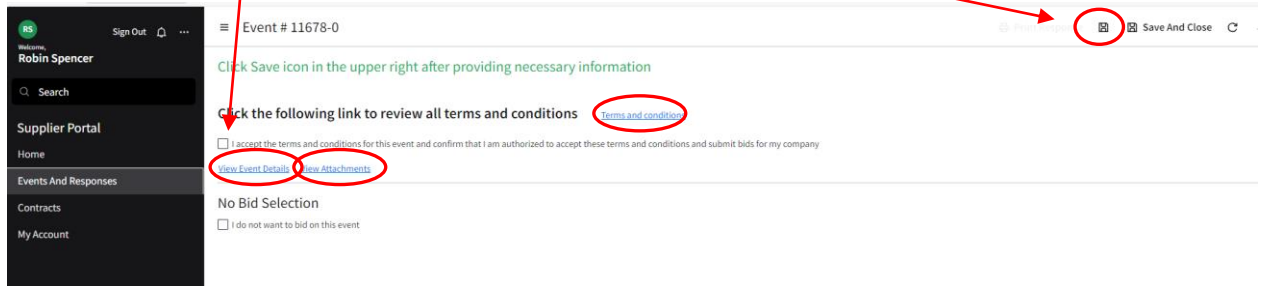
7.   On the event page, you will see items in red that still need to be completed. There are tabs for Line Response, Response Attachments, and Event Response. We will cover each of these items. Double-click on the light blue line on the event page.
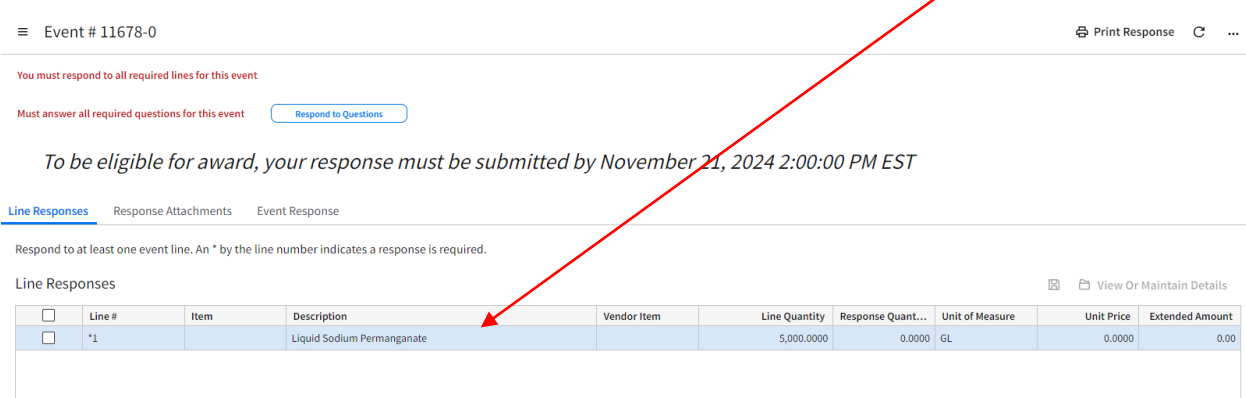
8.   The Line 1 Details page will open. On this page, you will enter your vendor item (the product or service you are offering), unit price, and quantity (this should match the quantity the City is requesting). You may also enter an additional description to further explain the service or product. After filling in your information, click Save and Close in the upper right corner of the page.

9.   Repeat this process for each of the lines on the event.

10.   Click the Respond to Questions button at the top of the page.

11. Answer each of the questions on the page and upload any required documents. You may upload a document by clicking the file icon at the end of the Attach document field, selecting the document to be uploaded from your computer, and clicking open.

After answering all the questionQ click Save and Close.

12. If you have no more documents to upload, you may click submit in the upper right corner of the page.

If you have additional documents to upload, click the Response Attachments tab.

13. If you are attaching another document, click on the Response Attachments tab. Click Create.
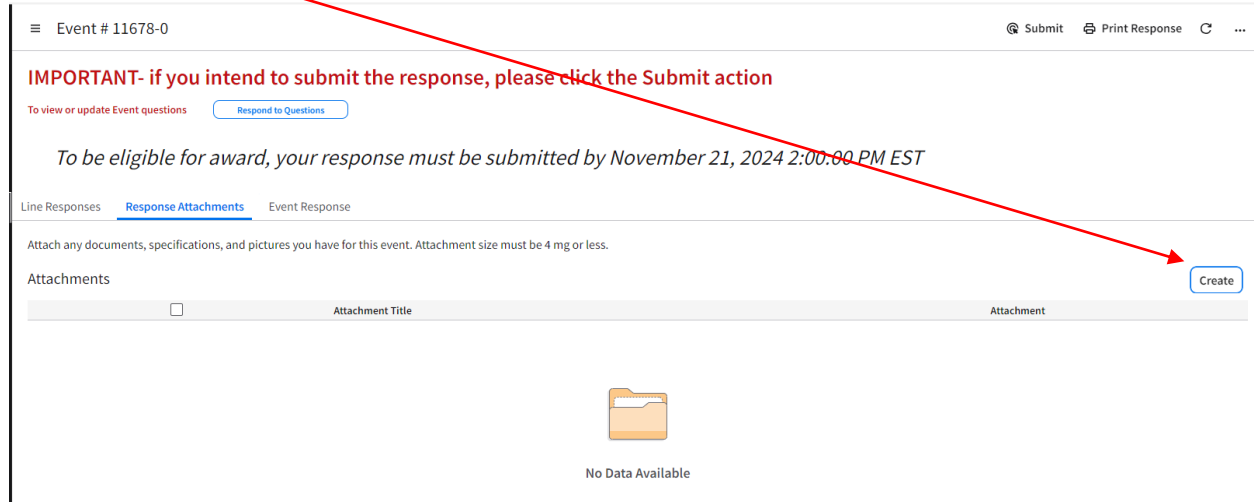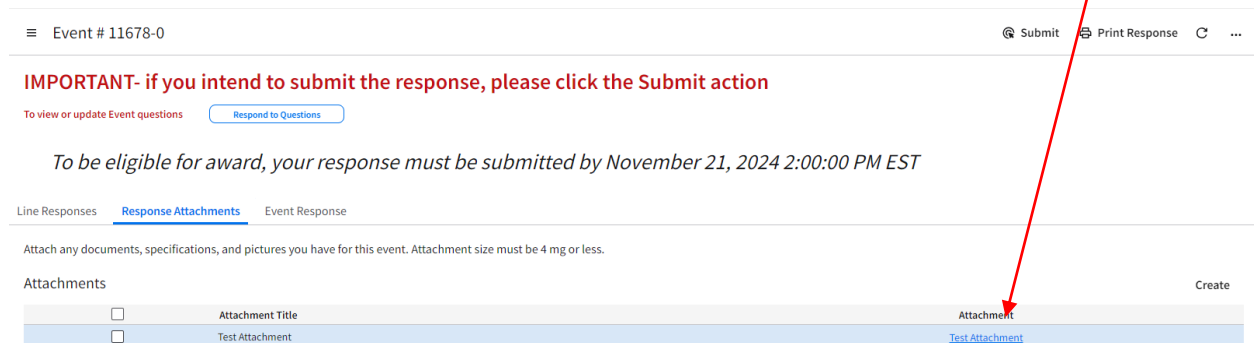

14. In the Attachments popup box, enter a title for the document, click the file icon at the end of the File field to upload your document, and then click Submit.
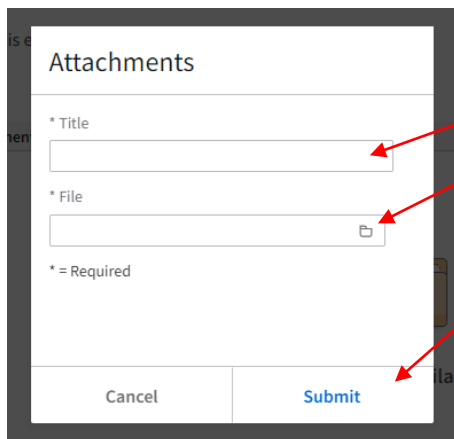

15. Your document will appear in the attachments section with a hyperlink to view the attachment. Repeat this process until you have uploaded all your documents.

16.   If you are ready to submit your bid, click the Submit button at the top right corner of the page.
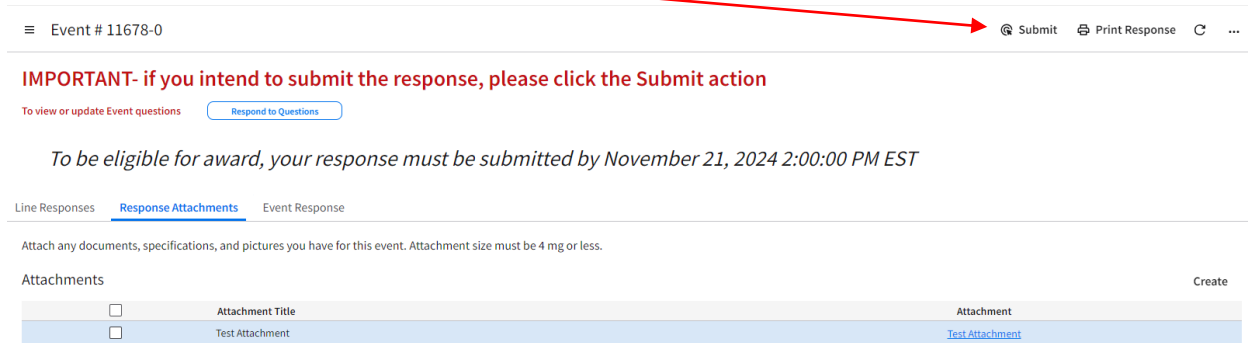
17.   To view your response, click Home in the left sidebar. Scroll down the page until you see the My Responses box. Click the file folder icon to open the response.
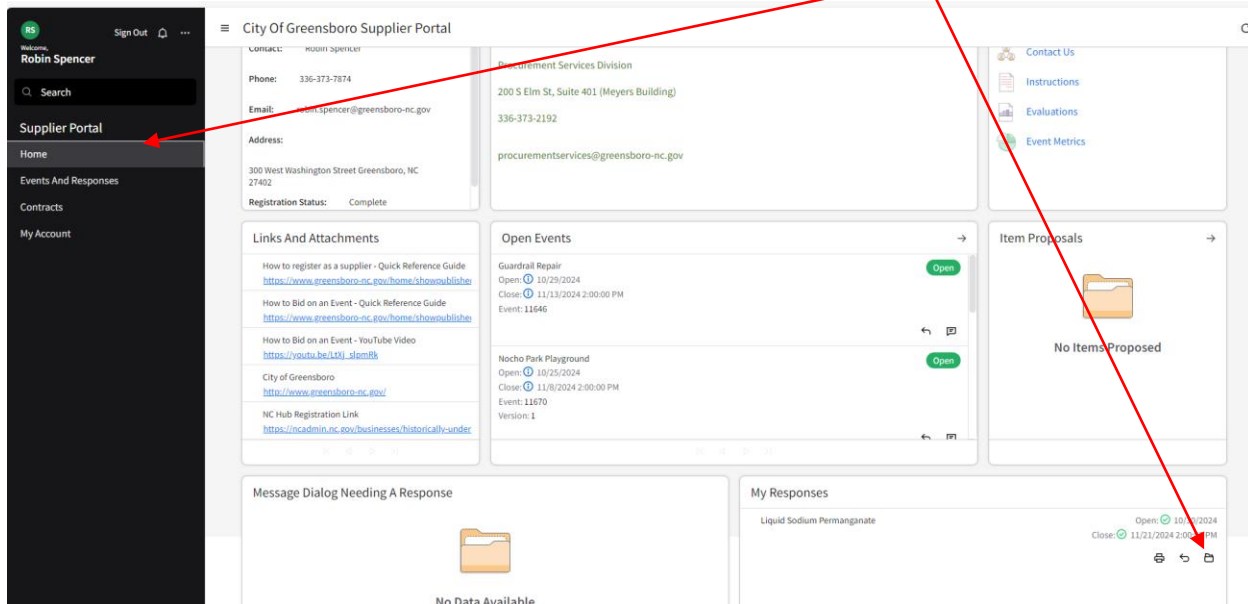
18.   You may modify your bid until the event closes. If you modify your bid, be sure to click submit again before the event closes. Procurement Service cannot receive bids that are in draft status.
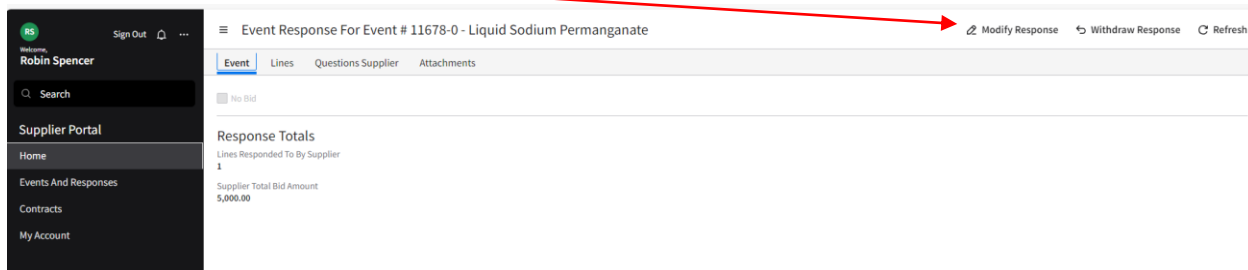
Congratulations! Your bid has been submitted.